



Health and Safety Policy

Approved by:	Board of Trustees
Date:	15 th October 2025
Last Reviewed On:	
Next Review Due By:	

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1.1 Health and Safety Policy Statement of Intent

Fairfield High School

Health and Safety Policy Statement of Intent

Fairfield High School recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers are made aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our school.

The school intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- Providing leadership and adequate control of identified health and safety risks;
- Consulting with our employees on matters affecting their health and safety;
- Providing and maintaining safe plant and equipment;
- Ensuring the safe handling and use of substances;
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- Ensuring that all workers are competent to do their work, and giving them appropriate training;
- Preventing accidents and cases of work-related ill health;
- Actively managing and supervising health and safety at work;
- Having access to competent advice;
- Aiming for continuous improvement in our health and safety performance and management through regular review and revision of our health and safety policy; and
- The provision of the resource required to make our health and safety policy and arrangements effective.

We also recognise;

- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment during the induction process and includes our specific health and safety rules.

In support of this policy statement more detailed arrangements are set out in our health and safety policy.

Signed: Date:
Chair of the Board of Trustees

Signed: Date:
Headteacher

(A signed and dated copy of this statement should be displayed in the premises where it is available to staff)

1.2 Aims and Objectives

This policy is designed to facilitate the management of health, safety and well-being within the school, particularly in respect of the school's activities, and to control areas of risk arising from the school's undertaking that may affect employees, students, contractors, visitors or members of the public.

Our school aims to:

- Provide and maintain a safe and healthy learning and working environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

1.3 Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, *and has due regard to all relevant legislation including, but not limited to, the following:*

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out display screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which require employers to take general fire precautions to ensure the safety of their staff and other persons
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by the UK Health Security Agency when responding to infection control issues.

1.4 Organisation, Roles and Responsibilities

The Board of Directors

The Board of Directors has the ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The Board of Directors has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on and off the school premises.

The Board of Directors as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them

- Take reasonable steps to make sure that the school is following the health and safety policy and procedures e.g. through regular discussion at governance meetings
- Ensure staff receive adequate training to enable them to carry out their responsibilities
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required
- Work in close partnership with the headteacher and senior management team to support sensible health and safety management and to challenge as appropriate

The Trustee who oversees health and safety is currently vacant.

Headteacher

The Headteacher is responsible for health and safety day-to-day and delegates this responsibility to the Site Manager and Director of Finance. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Board of Directors on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed at least annually, or where there are significant changes to work practices, materials or plant, legislation, following an accident/incident, or after enforcement action is taken.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Site Manager and Director of Finance assumes the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated health and safety leads are the Site Manager, Clive Gibbs, and the Director of Finance, Nicki Emmett.

Staff

School staff have a duty to take care of students in the same way that a prudent parent or guardian would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school management on health and safety matters
- Work in accordance with training and instructions, and use all safety equipment provided appropriately
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and demonstrate their ability to implement them

Students and parents / guardians

Students and parents / guardians are responsible for following the school's health and safety rules and advice, both on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

A record will be kept of all works carried out on site, which will be signed by the Headteacher and the contractors, to confirm commencement and satisfactory completion of the works.

Health and Safety Competent Person

The Health and Safety Executive states 'As an employer, you must appoint a 'Competent Person' to help you meet your health and safety duties. A Competent Person is not someone who simply has the competence to carry out a particular task safely. In general terms, the definition of a Competent Person is someone who has the necessary skills, experience and knowledge to manage health and safety.'

The school has a Service Level Agreement with Hoople Limited who act as the Competent Person for the school. Hoople Limited provides auditing services along with day-to-day technical advice and guidance on health and safety matters.

1.5 Review

This policy will be reviewed by the Director of Finance at least annually.

The policy will also be reviewed when there is:

- A new premises, or significant change to the existing premises
- A significant change to procedures, materials or equipment being used
- A significant accident or incident
- A change of management or key roles
- An investigation or enforcement action by the HSE, Fire Authority or the Local Authority
- A change in legislation which needs to be reflected in the policy

At every review, the policy will be approved by the Board of Trustees.

2.1 Arrangements

2.2 Accident, Incident, Ill Health and Near-Miss Reporting

Accident Record Book

- An accident / incident record will be completed as soon as possible after an event on Arbor
- As much detail as possible will be supplied when reporting an accident / incident
- Information about injuries will also be kept in the student's educational record, where applicable
- Records made in the accident book on Arbor will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Accident and incident records involving students will be kept in line with the school's records retention policy
- Staff members may wish to share information included in accident reports with their Trade Unions
- Sharing of information must be done in line the General Data Protection Regulations 2018

Reporting to the Health and Safety Executive

The Director of Finance will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (sections 4, 5, 6 and 7).

The Director of Finance will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death (must be reported using the quickest means possible)
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (this includes days where the employee would not normally be working such as holidays and weekends)
- Where an accident leads to someone being taken to hospital for treatment (this does not include precautionary visits to hospital that don't lead to treatment)
- Dangerous occurrences, that do not result in an injury but could have done. Examples of dangerous occurrences relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - Any explosion or fire caused by an electrical short circuit or overload which either results in the stoppage of the plant involved for more than 24 hours or causes a significant risk of death

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

Near Miss Reporting

A near miss is an event or situation that could have resulted in injury, damage or loss but did not do so due to chance, corrective action and / or timely intervention.

Near misses will be recorded locally by Clive Gibbs- Site Manager and any action taken to prevent near misses from subsequently resulting in an accident will also be recorded.

Near miss frequency with students is likely to be much higher than with adults, and near misses only need recording where they are as a result of a workplace condition (e.g. a poorly hung cupboard door, loose carpet, trailing cables etc.).

2.2 Accident / Incident Investigation

The school recognises the benefit of investigating work-related accidents and incidents to establish what caused them so that action can be taken to prevent a similar incident. Near miss incidents, which did not cause actual harm but had the potential to cause harm to people or property, will also be investigated where appropriate.

The Director of Finance is responsible for ensuring that suitable and sufficient accident / incident investigations are completed as necessary and for making sure that any identified remedial works or other necessary actions are carried out.

2.3 Asbestos

An asbestos survey was completed in March 2014 by EMS and confirms that there are no asbestos containing materials (ACMs) within the premises. Contractors are made aware that there are no ACMs present.

2.4 Alcohol and Drugs

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow these rules, falls under the school disciplinary policy and may be classed as gross misconduct.

Individuals who must take prescribed drugs that could affect their ability to work safely, will have their work carefully risk assessed and as such are required to inform their manager during induction or during employment. Their manager must be informed so that the relevant forms can be filled out and controls implemented to ensure that they are not a danger to themselves or to others.

Failure to disclose any known medical conditions to the appropriate person falls under the school disciplinary policy and may be classed as gross misconduct.

2.5 Catering

Miquill are responsible for registering the food premises with the local Environmental Health Officer and for;

- monitoring the preparation of food and the nutritional standards of meals
- the maintenance of satisfactory hygiene standards
- ensuring that refrigerator and freezer temperatures are monitored and logged
- ensuring an adequate schedule of deep cleaning is undertaken

Where school meals are provided by external contractors the school requires such providers to adhere to the Food Hygiene (England) Regulations 2006 and Regulations (EC) No. 852/2004 on the hygiene of foodstuffs.

The school supports the external monitoring and guidance of the Food Standards Agency / Local Authority Environmental Health Officers.

The school is responsible for the appropriate maintenance and servicing of catering equipment, including, but not limited to, safety checks on extraction, electrical systems, gas services and refrigeration equipment.

For external catering, the caterer is responsible for ensuring that any contractors working on school premises have the correct competencies for their role and that they are valid.

The caterer is also responsible for ensuring risk assessments are in place and are regularly reviewed for activities within their remit. They will also ensure that any sub-contractors used by them have suitable risk assessments in place.

2.6 Consultation – Staff and Trade Unions

The school has a duty to consult with employees on matters affecting their health, safety and welfare whilst they are at work. To meet this obligation the school has established a process for management to consult with employees and any elected safety representatives about work-related health, safety and welfare issues.

This done by:

- Nominating managers to organise and hold consultation meetings
- Recognising the role of elected and trade union safety representatives
- Arranging scheduled formal consultation meetings between managers, elected representatives and employees
- Developing and implementing consultation procedures
- Providing or allocating time for employees and trade union appointed safety representatives to undertake safety-related training
- Taking and keeping minutes of consultation meetings and making them available to all staff
- Being seen to listen and act on issues and concerns raised during consultation meetings

The school employs a unionised workforce. The Trade Union Safety Representative will hold regular meetings with the workforce to discuss health and safety issues. Their concerns will be brought into the consultation sessions by the Representative on behalf of the workforce.

2.7 Contractor Control & Management (including CDM)

The Site Manager as the Designated Person, is responsible for the control of contractors on the site and will ensure projects comply with legislation, policy, procedure, risk assessment and method statements (RAMS), Construction (Design and Management) Regulations 2015 (CDM), the Building Safety Act and site rules and will ensure designers, contractors, and any other building professionals are formally assessed before being added to an approved contractors list.

All contractors (and their subcontractors and suppliers) competency cards / certificates and DBS checks must be received by the Site Manager prior to them working on site. Copies will be retained in a health and safety file for the project, in line with CDM Regulations.

All contractors will receive a site induction from the Site Manager before accessing the work site. All inductions will be signed for and records kept on file. Each induction should consider the project being undertaken and include specific requirements to the location and job.

Service records and, where applicable, Thorough Examination certificates must be provided for any plant and equipment brought onto site along with the appropriate competency cards for its use.

All contractors and their sub-contractors and suppliers etc. who attend site will log in and out on each occasion.

Sufficient time, resources, and information will be allocated to ensure the health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential in securing good site safety. This will be achieved through regular site briefings / meetings between all parties and health and safety monitoring.

2.8 Curriculum Specific Hazards

Some lessons will carry their own specific hazards, which either cannot be eliminated without impacting on the learning experience, or are difficult to effectively remove. Risk assessments will be carried out to assess the risks, and to decide on control measures that will need to be implemented.

Sharp items used in art and science lessons

- Chemicals and radiation in science lessons
- Ovens and hobs used in cookery
- Power tools used in wood and metal workshops
- Foodborne illnesses and food allergens

Teaching staff are responsible for ensuring that their areas of responsibility are inspected frequently to ensure that all identified hazards are controlled and any new arising hazards are communicated and controlled.

If a member of staff cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support or resources, they will log the hazard / issue via the school reporting system.

Teaching staff will consider any significant health and safety issues such as class size, student behaviour, maturity, limitations of space, layout, equipment etc. when carrying out a specific risk assessment.

All equipment will be checked for safe working order by a trained, competent member of staff such as a qualified teacher, technician or teaching assistant.

Staff must be trained and competent in the appropriate use of relevant machines and equipment. Training records must be recorded and retained.

2.9 Disciplinary Proceedings

All staff are required to understand and comply with the schools health and safety policies, procedures and supporting documents relevant to their position in order to protect themselves, students and third parties.

Failure to comply with these procedures or tampering with any of the health and safety equipment provided, including firefighting equipment, may lead to the implementation of disciplinary procedures by the school and can be considered gross misconduct.

2.10 Display Screen Equipment (DSE)

All staff who use computers daily as a significant part of their normal work shall carry out a DSE self-assessment. 'Significant' is taken to be continuous / near continuous spells of an hour or more at a time and includes the use of desktop and laptop computers.

The Headteacher is responsible for ensuring that the DSE assessments are completed and are reviewed following any significant change (e.g. office / desk move, issue of new equipment and / or procedures).

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with the use of such equipment and the appropriate precautions to be taken.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Eye tests are provided to staff through the spec savers work scheme.

Student Workstations

- Best practice guidelines will be adopted when setting up student workstations
- Students use display screen equipment for short durations
- Staff are responsible for connecting and disconnecting computers / iPads etc.
- Food and drink should not be consumed by students near the computers
- Students are regularly reminded by staff of the importance of not spending too many hours in front of a monitor
- Any problems with the equipment should be reported to the Assistant Head responsible for IT.

SEN Students and Computers

- Some SEN students may be provided with individual equipment
- Teaching staff will liaise with the SEN co-ordinator and ascertain the arrangements that have been set up with the student for printing etc.
- Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student

2.11 Educational Visits and Journeys

When taking students off the school premises, the school will ensure that:

- Risk assessments are completed where off-site visits and activities require them
- All off-site visits will be appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' / guardians' contact details
- The school will make appropriate arrangements for informing parents / guardians of emergencies or late returns

- Where necessary, the school will share relevant information with the provider, including risk assessments, where it is pertinent to the health and safety of students, staff and providers in line with the General Data Protection Regulations 2018

2.12 Electricity and Electrical Installations

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student who handles electrical appliances does so under the supervision of a member of staff
- Sockets will never be obstructed while in use or overloaded
- Any potential hazards will be reported to the Site Manager immediately. Damaged equipment will be taken out of use, placed into a secure quarantine area if possible, and will not be used again until it is repaired by a competent person (e.g. the defective equipment could be labelled as 'faulty' and if it has a re-wireable plug this could be removed)
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained competent persons can carry out maintenance work on electrical equipment, and all work will be recorded by the school
- Staff will conduct visual inspections of electrical equipment before use
- Where necessary a portable appliance test (PAT) will be carried out by a competent person at appropriate frequencies
- All isolator switches are clearly marked to identify the relevant equipment
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person and works are recorded

The school will not be responsible for any personal items brought in from home.

Inspection and maintenance of fixed electrical installations.

Every new or extended electrical system will be given an initial test of integrity before being taken into use. A record of this initial test of integrity will be made on an Electrical Installation Certificate (or equivalent) form. The interval to the first inspection of the system will be agreed between the designer of the system and the installer and entered onto the installation certificate before it is issued. Within educational establishments this is normally every five years.

The Site Manager will ensure that simple visual checks of the installation are carried out on a six monthly basis making arrangements for any observed faults or defects to be rectified.

Periodic inspections and testing of the hard-wired electrical system will be undertaken by a suitably qualified electrical engineer (NICEIC or similar) and on completion of the inspection a copy of the Electrical Installation Condition Report should be provided and held on file. Where any remedial works are identified the Site Manager will ensure that these are completed as necessary.

2.13 Emergency Evacuation and Invacuation (Lockdown)

A site-specific emergency procedure has been developed for all reasonable eventualities which is reviewed on an annual basis or after events which will affect the operation of the procedures. The procedures detail the action to be taken in the event of a particular emergency.

All new members of staff are instructed in the emergency procedures as part of their induction training.

Visitors without a DBS check must be escorted when on site at all times.

Emergency evacuation and invacuation practice drills are carried out at regular intervals with the results recorded.

The school specific evacuation details are included in the fire evacuation policy.

2.14 Enforcement

The school recognises the benefits that will accrue from early action following receipt of reports from the Enforcement Authority in regard to fire and health, safety and welfare issues. To obtain these benefits the school has recognised the need for an effective management system and have taken steps to be able to action such reports.

We do this by;

- Nominating the Director of Finance to co-ordinate the actions required to meet the requirements of the Enforcing Authority
- Providing adequate resources, either financial or human, to be able to meet the requirements of the Enforcing Authority
- Routinely reviewing the operation of our reporting system
- Having access to competent health and safety advice via a Service Level Agreement with Hoople Limited, who act as the Competent Person for the school.

2.15 Fire Safety

Under the Regulatory Reform (Fire Safety) Order 2005, the Headteacher is deemed to be the 'Responsible Person' and will be responsible for ensuring that:

- A fire risk assessment is carried out by a Competent Person and is reviewed annually
- A Fire Emergency Plan is in place with fire action notices displayed in classrooms and other relevant areas of the premises
- Statutory maintenance and testing of the fire alarm, emergency lighting and firefighting equipment is completed at the required frequencies
- A practice fire drill is undertaken at least once a term
- Personal Emergency Evacuation Plans (PEEP's) are completed for staff and students, as required, by a competent person and that these are communicated and signed for
- Staff are trained on the fire evacuation procedures annually or as the situation changes due to building, procedural or other changes
- Fire Warden training (including the use of fire extinguishers) is provided for designated staff
- Staff are aware of the need to report defects or missing fire-fighting equipment as well as any fire exits, escape routes and firefighting equipment which is obstructed

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment will be reviewed at least annually, or where there is a significant change to the work environment, work activities, materials or equipment being used, occupancy of the building, legislation, or following an incident or enforcement action.

Emergency evacuations are practised at least termly / half termly and recorded appropriately.

The fire alarm is a loud continuous bell.

Fire alarm testing takes place weekly and is recorded in the fire logbook by the Site Manager.

New staff, including supply staff, will be trained in fire safety and all staff and students will be made aware of any new fire risks.

Any contractors on site will be made aware of the relevant fire safety procedures.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and the emergency services will be contacted. Evacuation procedures will also begin immediately

- Fire extinguishers may only be used by staff, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Fire wardens will carry out sweeps of their designated areas and report to the head fire warden
- Staff and students will congregate at the assembly point. This is the MUGA.
- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
- The Director of Finance and Admin team will tick off visitors and staff against the sign in app list.
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The school has arrangements in place for the evacuation of people with mobility needs and fire risk assessments will pay particular attention to those with disabilities.

In the event of on an alarm sounding outside of business hours / term times, the contact details for The Head Teacher and Site Manager have been provided to Herefordshire and Worcestershire Fire Rescue Service and / or the Alarm Receiving Centre.

2.16 First Aid and Medication

In accordance with the Health and Safety (First Aid) at Work Regulations 1981, a first aid risk assessment is completed for the school to determine the first aid staffing levels and equipment that are required.

First Aid boxes will be subject to regular, recorded inspections to ensure that any items reaching or past their use by date are identified and replaced.

The school has sufficient numbers of first aiders (including 29 Emergency First Aid trained staff).

A list of first aiders is displayed in the reception office, and staff room.

Transport to Hospital:

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied, and an accompanying adult will be designated in situations where the parents / guardian cannot be contacted.

Administration of Medicines

See separate 'Supporting Students with Medical Needs' policy.

The Medical Needs policy is based on DfE guidance and records the local arrangements within the document, for example nominated persons, storage of supplies and equipment etc.

The school has a named Medications Co-ordinator who has received training on managing medications in schools.

The only medication kept and administered within school are those prescribed specifically for a student (long term health needs only or 4 times a day medication) at the request of the parent / guardian and with the consent of the Headteacher.

Records of administration of medicines will be kept by the office staff securely in the medicine cabinet which is locked at all times and controlled by admin staff.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

Where children need to have access to emergency medication, i.e. asthma inhalers, Adrenaline pens, the following has been put in place;

- All asthma inhalers are kept in the student's box in the back office clearly marked with their name
- Adrenaline pens are kept within a safe place in the student's classrooms
- Central Adrenaline pens are kept in the medicine cupboard

- Designated staff have received the appropriate training for administering medicines

Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually, and written precautions / procedures are made available to staff.

Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

2.17 Gas Safety

- The installation, maintenance and repair of gas appliances and fittings must only be carried out by a competent, registered Gas Safe Commercial engineer and records will be kept
- The Site Manager is responsible for ensuring the gas appliances are serviced at the appropriate intervals by a Gas Safe Commercial engineer, that any identified remedial works are completed and that all relevant records are held on file
- All rooms with gas appliances are checked to ensure that they have adequate ventilation
- Contractors working with gas equipment or in areas where a gas supply is in use and which may be disturbed will ensure that the gas supply is switched off and locked out using a Permit to Work while works are ongoing
- An Emergency Plan must be in place and the gas supply must be isolated by a competent, Designated Person in the event of an emergency

2.18 Hazardous Substances

As per the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the school is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Pathogens that cause diseases, such as leptospirosis or legionnaires disease

Every attempt will be made to avoid, or to choose the least harmful of, substances which fall under the COSHH Regulations, and the school will follow the hierarchy of control measures to remove or reduce the risk posed by hazardous substances.

The Site Manager will ensure;

- An inventory of all hazardous substances used on site is compiled and regularly reviewed
- Safety data sheets are obtained from the relevant supplier for all such materials
- Risk assessments are conducted for the use of hazardous substances and circulated to all employees who work with hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use
- Contractors supply COSHH assessments and Safety Data Sheets for any substances they will be using on site, and comply with the schools requirements for any substances that are banned from site
- Any hazardous products are disposed of in accordance with specific disposal procedures

- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used

2.19 Housekeeping, cleaning and caretaking

All staff are expected to maintain clear and tidy workspaces, ensuring gangways, corridors etc. are clutter free and have no obstructions or hazards.

Where cleaning is carried out in-house the Site Manager will ensure that current COSHH assessments and safety data sheets are in place and staff are appropriately trained and that suitable and sufficient protective equipment is provided when required.

2.20 Infection Prevention and Control

The school will follow national guidance published by the UK Health Security Agency when responding to infection control issues. The school will encourage staff and students to follow the good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and water, for at least 20 seconds, and dry with paper towels or electric hand dryers
- Always wash hands after using the toilet, before eating or handling food, and before and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves, fluid resistant face masks and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, coughing/sneezing children)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment frequently and thoroughly with appropriate cleaning materials
- Cleaning following a suspected or confirmed viral case will be enhanced and in line with current guidance from Public Health

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility

- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag students soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise students when handling with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children with their application. These children are particularly vulnerable to chickenpox, measles, Covid-19 or slapped cheek disease (parvovirus B19). If exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency. Guidance on recommended absence periods for preventing the spread of infection can be found [here](#).

In the event of an epidemic/pandemic, the school will follow advice from the UK Health Security Agency about the appropriate course of action.

2.21 Legionella

- A Legionella survey, risk assessment and management plan are scheduled to be completed in October 2025 by EMS.
- The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Legionella logbook
- The risk assessment and management plan will be reviewed every [frequency dictated by risk assessment] or when significant changes have occurred to the water system and/or building footprint
- A written scheme has been completed to ensure that legionella is safely managed in the school
- An inspection of the water systems is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance (PPM) Schedule
- The Site Manager is responsible for carrying out monthly water temperature checks and recording this information in the water logbook and raising any concerns to the Headteacher

2.24 Local Exhaust Ventilation (LEV)

The Site Manager is responsible for arranging maintenance and Thorough Examinations of all LEV systems (fume and dust) using a competent contractor and for maintaining suitable records.

Any deficiencies in the LEV systems should be rectified as soon as possible. If the LEV is not safe to use then it must immediately be made unavailable for use by isolating the power and installing warning signage.

2.25 Lone Working

Definition of Lone Working

Lone working can be defined as situations where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency. It can occur in a wide variety of situations, including;

- Travelling alone - on foot, by car or by public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises or attending meetings
- Working in a single occupancy office - effectively working alone
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities and weekend working - cleaning, maintenance, after school clubs etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Where it cannot be avoided a suitable risk assessment of working practices will be carried out to determine the level of risk for each member of staff who will be lone working, taking into account their experience and training. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of lone working.

Potentially dangerous activities, such as where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. Where applicable, lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher or other responsible person) to call if the lone worker fails to return home at the expected time. It should be ensured that there is good phone reception where the lone working is being undertaken. Although phones can give extra reassurance, they do not provide complete protection, and staff should still be alert for their own personal safety at all times.

The lone worker will ensure that they are medically fit to work alone, and lone workers must be considered capable of responding correctly in an emergency situation.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police and must not place themselves in danger by challenging intruders or vandals.

2.26 Manual Handling

The Manual Handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment must be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

The Headteacher is responsible for ensuring that manual handling risk assessments are completed for the activities carried out in the school.

Where a role is likely to include manual handling the school will provide appropriate manual handling training, but it is up to individuals to determine whether they are fit to lift or move equipment and furniture etc. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that, where required, proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting knees should be bent and the back kept in its natural curved position, with feet apart and angled out. The load should be held firmly and close to the body. Lift smoothly and slowly, and avoid twisting, stretching and reaching where practicable
- Students undertaking manual handling activities will always be supervised
- Staff who are required to move and handle students receive appropriate training (general moving and handling people techniques and specific training on any lifting equipment they are required to use.)
- Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

2.27 Monitoring of Health and Safety

The school will ensure that regular audits of its health and safety management system are carried out at regular intervals by a competent person.

The Director of Finance will ensure that regular formal internal monitoring of health and safety standards is undertaken at appropriate intervals and will ensure that all statutory and legislative inspections are completed at the appropriate frequencies.

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by The Site Manager and the Director of Finance and where necessary inspections of individual departments and specific work areas will be carried out by the Head of Faculty for their specific area.

Formal health and safety inspections will be carried out termly with the Governor with responsibility for health and safety.

2.28 Natural Environments

Access to the outdoors is an essential part of a child's development and is encouraged within the school. The grounds will be maintained to a high standard, with special care taken to ensure that hazards in the natural environment will be managed appropriately, including:

- Harmful vegetation and fungus
- Insect nests
- Nesting mammals (e.g. foxes, badgers)
- Drug paraphernalia
- Waste that could attract rats
- Discarded bottles, metalwork, woodwork etc.

Precautions will be taken to reduce risks as much as is practicable, through risk assessment, training of staff, lessons in outdoor safety, and supervision.

Anyone using the forest school will follow the guidance laid out in the Forest School policy/procedure.

2.29 New and Expectant Mothers

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant. These risk assessments should be discussed with the person concerned and reviewed frequently.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Further information on the risks of infectious diseases and pregnancy.

2.30 Noise and Vibration

Exposure to noise and vibration in the workplace can have serious negative impacts on those directly affected such as raised stress levels, reduced concentration, Hand Arm Vibration Syndrome and increased fatigue. As a consequence, anyone under the supervision or care of these individuals may be put at risk.

Noise

The school will manage, so far as reasonably practicable, noise hazards falling under its control. The school aims to achieve this by putting measures in place to control noise exposure so far as is reasonably practicable. When selecting controls to manage exposure to noise risks, the school will apply the hierarchy of controls as set out in the Management of Health & Safety at Work Regulations 1999 and the Control of Noise at Work Regulations 2005.

Vibration

The school will manage, so far as reasonably practicable, vibration hazards falling under its control. The school aims to achieve this by putting measures in place to control vibration exposure so far as is reasonably practicable. When selecting controls to manage exposure to vibration risks, the school will apply the hierarchy of controls as set out in the Management of Health & Safety at Work Regulations 1999 and the Control of Vibration at Work Regulations 2005.

2.31 Occupational Health and Stress

Wellbeing - Occupational Health Services

The wellbeing of employees is seen as an integral part of the school's health and safety responsibilities and the Governing Board and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the workforce.

All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Headteacher or their line manager but also have access to a confidential counselling service.

Sickness absence or health concerns will be dealt with under the school's absence policy.

Occupational health services are available through Wye Valley NHS trust.

Occupational Stress

The school is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The school supports staff with their wellbeing by having a generous leave policy and providing a well being day in October each year. There is a stress at work risk assessment and staff are supported to discuss any issues with their line manager.

Guidance on dealing with stress in the workplace.

2.32 PE Equipment

- Head of Faculty for PE will ensure compliance with the Association for Physical Education (AfPE), Safe Practice in Physical Education, School Sport and Physical Activity guidance and will ensure that testing, inspection and maintenance of equipment is carried out at the required frequencies
- Students are taught how to use PE equipment safely and with regard to other users
- Where applicable, students are taught how to carry out the set-up of PE equipment safely and efficiently and Staff will check that the equipment is set-up safely
- Visual inspections of the PE equipment will be carried out prior to use for any visible signs of damage, obvious faults or deterioration and will be reported to the Site Manager
- Equipment found to be unsafe will be taken out of use
 - Large stationary equipment will be adequately labelled with warning signage and cordoned off using an appropriate type of barrier to make access as difficult as possible. The Site Manager will arrange for repair or replacement as soon as possible
 - Small portable equipment will be locked away in a quarantine area with access restricted. The Site Manager will arrange for repair or replacement as soon as possible

2.33 Personal Protective Equipment

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate for the specific hazards of the task being carried out will be provided to all relevant users.

Ordering, inventory management, issue and instruction in the proper use of PPE will be undertaken and managed by the Finance Assistant.

It is the responsibility of the individual to whom personal protective equipment has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

2.34 Permits to Work

Where required, the school operates a Permit to Work system, which is a formal documented procedure designed to authorise and control high-risk activities, such as hot works, working in confined spaces or working at heights, ensuring that all necessary safety measures are in place and is regarded as a written safe system of work.

The Permit to Work will be used to authorise specific work, within a set timeframe, and will specify the precautions needed to safely complete the task, based on a risk assessment. The permit authorises designated individuals to perform the specific task under the conditions outlined in the permit.

Where required the Site Manager will issue the necessary Permit to Work for high-risk activities ensuring that they outline the specific work to be done, its location, duration, and the precautions to be taken.

2.35 Plant, Machinery and Equipment

The Site Manager is responsible for ensuring that the plant, machinery and equipment within the school is suitably maintained in accordance with the manufacturer's instructions.

When new equipment is purchased, relevant checks are made to ensure it meets the appropriate educational and health and safety standards. Where applicable the level of statutory inspection, such as 6 / 12 monthly inspections of lifting equipment or PAT testing frequencies, will be established.

The school will ensure that all relevant staff are trained and competent in the use of the machinery and equipment with training records held on file.

Students using equipment will be provided with a demonstration of its use, safety features and any PPE to be used, by a trained, competent staff member and they will be closely supervised at all times while using equipment such as power tools.

Approved best practice methods, instructions and procedures for the safe use of the machinery and equipment will be clearly displayed and communicated to those who operate them.

Instruction and maintenance manuals will be maintained up-to-date and be kept in appropriate locations for reference as required.

All plant, machinery and equipment will be recorded on a plant and equipment register which will record the status of servicing, maintenance and inspection.

General equipment

- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the contents and appropriate hazard signage, where required
- All equipment is inspected prior to use, e.g. for damage and to ensure that safety devices are in place.
- A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmer's, hedge cutters, pressure washers, mowing equipment, etc.
- Training is carried out, where applicable, in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc.

Specialist equipment

- Parents / guardians are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders

2.36 Premises

The school will ensure that the premises and the accommodation and facilities provided therein are maintained to a standard that, so far as reasonably practicable, ensures the health, safety and welfare of staff, students and other persons within the premises. This includes such matters as, heating, ventilation, cleanliness, workstations, seating and welfare facilities.

In order to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 and the School Premises (England) Regulations 2012 the school will ensure it provides suitable:

- Toilet facilities for staff and students, which include adequate hand washing and hand drying facilities
- Drinking water facilities
- Medical accommodation
- Acoustic conditions and sound insulation for each room or other space, having regard to the nature of the activities which normally take place within them
- Internal and external lighting, suitable for the activities that are undertaken

The school will ensure that workplace standards are safe and compliant, including a workplace inspection programme and prompt resolution of reported safety issues and defects, and that appropriate housekeeping, cleaning and maintenance regimes are in place.

2.37 Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations 1999, the school will carry out risk assessments of all activities that present a significant risk to employees, students or others. These risk assessments will be carried out in line with the Health and Safety Executive's (HSE) guidance and the procedure for doing so is summarised as follows:

- Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities
- Decide who might be harmed and how
- Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done
- Record the significant findings of the assessment
- Review the assessment when things change, or there is reason to believe that it is no longer valid. The HSE recommend reviewing risk assessments annually, or following incidents / accidents, changes in legislation, or changes in premises or materials / substances / practices on site

The Headteacher is responsible for ensuring that suitable and sufficient risk assessments are made for all work activities, processes and tasks.

A risk assessment is a careful sensible examination of what could cause harm to people, so that it can be established if enough precautions have been taken or if more needs to be done to prevent harm to the workforce or other people who might be affected by the work activities. It is in effect risk management.

Employees will be consulted and involved in the risk assessment process as they often understand the process and the day-to-day risks in greater detail than management. Workforce engagement in the completion of risk assessments and in the development of control measures is likely to result in better compliance and use of the control measures.

The purpose of risk assessment is to promote the sensible management of workplace risk. When completing risk assessments sensible risk management is about:

- Ensuring that staff, students, visitors, contractors and the public are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks i.e. those which frequently arise and those with serious consequences
- Enabling innovation and learning - not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Risk assessment is not about:

- Creating a totally risk-free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering

2.38 Safeguarding and Child Protection

The school has a separate policy dealing with the safeguarding of students and a designated safeguarding lead (DSL) has been appointed.

All employees are made aware of the contents of the policy and annual safeguarding training is delivered to all staff.

2.39 Security and Visitors

The Site manager, The Head Teacher, the Deputy Head Teacher and Director of Finance are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Head Teacher and Site Manager are key holders and will respond to emergencies outside of business hours.

Advice on designing in site security can be sought from Herefordshire's Design Out Crime Officer (DOCO).

All visitors must sign in / out at the school reception. Any visitors who either do not hold a DBS or have not logged their DBS number with reception must be escorted at all times whilst on site. All unescorted visitors will be briefed on the Emergency Evacuation procedures upon arrival.

2.40 Signage

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

As part of their premises inspections the Site Manager will look out for any damaged or missing signage and ensure that where necessary it is replaced.

2.41 Slips, Trips and Falls

All areas of the school, including classrooms and corridors, are maintained in a clean and tidy manner at all times. Students' bags and coats are not stored on the floor where they could present a trip hazard.

The school has procedures in place to manage icy conditions which involves gritting designated access and egress routes into the school.

Staff members are informed of the need to be vigilant where the potential for slipping or tripping exists.

If a defect or slip hazard is located, then staff members must report the hazard to the Site Helpdesk immediately. Where necessary, warning signs, cones or hazard warning tape will be used to highlight temporary hazards. Any spillages will be cleaned up as soon as they occur.

2.42 Smoking and Vaping

Smoking and vaping is not permitted anywhere on the school premises.

Smoking in a public place is against the law and the school may, on a case-by-case basis, decide to take legal action against anyone found to be in breach of policy.

2.43 Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in higher risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

The school requires that all employees are trained and competent to carry out the tasks associated with their role.

- The Headteacher will ensure that staff are appropriately trained in the relevant work areas for their specific role
- Ongoing training needs will be reviewed as part of the standard performance review process
- Update or refresher training will be provided as necessary where new responsibilities are undertaken or where there is a change in equipment or work procedures

- Training will be monitored using a suitable training matrix and any refresher training will be organised prior to expiry
- The Headteacher will ensure that new employees receive induction training on health and safety including all arrangements relevant to their role

2.44 Traffic Management

The school will identify, and risk assess on-site vehicle movements and put in place a suitable traffic management plan to manage the risks in line with current workplace transport guidance e.g. segregation, marking and lighting.

The plan will consider all aspects of on-site vehicle movements which may affect the safety of staff, students and visitors.

Any arrangements in place will be effectively communicated and clear signage put in place where required.

The school will consider as part of the risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering students and delivery vehicles.

The implementation of identified control measures will be overseen by the Headteacher.

2.45 Vehicle Use

The school has a separate Minibus Policy.

Only staff that have passed a driver assessment and have the appropriate permissions on their driving licence are authorised to drive the minibus.

The Finance Assistant manages the minibus drivers and the use of the minibuses. This will involve: -

- Keeping copies of minibus drivers' licenses on file (checked annually), noting the following
 - Category B – anyone who passed their test before Jan 1st, 1997, is permitted to drive a vehicle and trailer combination up to 8250kg. They can also drive a minibus with a trailer over 750kg
 - D1 on Driving Licence – They can drive a minibus with 16 passenger seats, with a maximum length of 8 metres and a trailer up to 750kg. The Combination must not exceed the maximum authorised mass of 12,000kg
 - Category D – they can drive any minibus with more than 8 seats
- Ensuring MOT certificates are in place for minibuses older than 3 years
- Renewing minibus insurance
- Arranging servicing and repairs
- Ensuring driver checks are completed before each trip

Minibus drivers who receive endorsements on their license are expected to provide details to the finance office.

Details on the school's policy on speeding and parking fines whilst driving the minibus are contained in the Minibus Policy in conjunction with this section.

Minibus drivers should carry out and record checks on the minibus before use and complete the minibus checklist. Any defects should be reported to the Site Manager.

The use of any handheld device is strictly prohibited whilst driving the minibus.

Staff using their own vehicle for driving on behalf of the school should have their own business use insurance cover, where the school does not have its own motor insurance policy. This shall be checked along with driving license and where applicable MOT certificate, at the commencement of employment and thereafter on an annual basis. For occasional business use, for example to attending one off meetings, employee's own business insurance is not required.

2.46 Violence at Work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

Assaults

All staff will report any incidents of aggression or violence directed to themselves to their line manager/Headteacher immediately, regardless of how severe they perceive them to be. These incidents will also be securely reported to the Board of Directors.

This applies to violence from students, visitors and other staff. For further guidance, the school has an Assaults on Staff by Students Procedure and an Unacceptable Behaviour Policy.

Weapons

Weapons of any kind are strictly prohibited on school property. Anyone found to be carrying one will face disciplinary action and, where necessary, the incident will be reported to the police.

Where weapons are brought in for educational purposes (history lessons, forest schools etc.), they will be stored securely and only handled by competent persons, or under their direct supervision.

Restraint

The school has in place a suitable behavioural policy, which outlines their approach to the restraint of students who may be a danger to themselves or others. This includes details on, among other things; what constitutes reasonable force, and when it should be used; safe methods of implementing reasonable force and handling of students who may become 'dead weight' and the requirements for recording and reporting of violent incidents.

Training will be provided for all staff expected to perform any sort of restraint or handling of students, and this training will be kept current.

Verbal abuse and e-Safety

The school will treat cases of verbal abuse as seriously as they would a physical assault. The school will follow the procedures outlined in the school disciplinary policy and serious or sustained incidents will be reported to the Board of Directors. The school will take any steps reasonably practicable to combat online abuse and bullying, in the same way it would with face-to-face incidents. Incidents will be recorded and reported through the same channels. Ongoing threats and harassment may be reported to the police where appropriate.

2.47 Work Experience

The Headteacher will oversee all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

2.48 Working at Height

The school will ensure that any work at height activity is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- All work at height will be carried out using appropriate equipment (i.e. ladder, steps)
- Work at height will never be carried out using chairs, tables or other inappropriate pieces of furniture
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- All ladders and equipment for working at height will be allocated a unique identification

- Access to high levels, such as roofs, is only permitted by suitably trained persons
- Contractors are expected to provide their own ladders for working at height

2.49 Links with Other Policies and Procedures

This health and safety policy links to the following policies, procedures and guidance:

The mini bus policy

The first aid policy

The fire risk assessment